

IOWAccess Advisory Council
Meeting Minutes of July 11, 2007, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3

Present: Richard Neri, Sheila Castaneda, Daniel McGinn, Herb Strentz, Beth Baldwin, Kelly Hayworth, Barbara Corson, Andrew Smith, Dawn Ainger, Glen Dickinson

Absent: Terri Selberg, Terrence Neuzil, Tom Gronstal, Miriam Ubben, Larry Lentz, Vicki Lensing, Jeff Danielson, Carmine Boal, Ron Wieck

Guests: Lana Morrissey, Mark Uhrin, Tracy Smith, John Hove, John Gillispie, Mike Albers, David Werning, JoAnn Naples, Mary Wegner, Steve Conlon, John Gillispie, Don Wilson, Steve Dermand, Adam Broughton, Beth Henning, Joe Motsinger, Roger Jacob, Diane Van Zante (recorder)

Council Chair, Dick Neri, opened the meeting and noted that a quorum of members was present.

1. Approve Minutes, Introduce New Council Member – Dick Neri, Chair.
Kelly Hayworth moved approval of the May 9, 2007 meeting minutes; Herb Strentz seconded the motion. An oral vote was taken, unanimously approving the minutes as written. The Council welcomed new member, Andrew Smith. Mr. Smith serves on the Council as a citizen representative. All Council members introduced themselves. Dick thanked Sheila Castaneda, outgoing Chair, for so ably leading the Council the past two years.
2. IOWAccess Financial Update – Lana Morrissey.
Lana presented a financial summary for the IOWAccess fund through the end of May, 2007. Revenues for the month of May were \$ 231,133; expenditures for May were \$235,715. In the month of May, expenditures outweighed revenues by \$4582. For FY07 year-to-date, the fund has taken in \$660,577 more than it has spent. Current net assets are \$2,482,108. Unobligated cash stands at \$1,189,688.

A portion of the financial report lists approved requests (back to FY04) with corresponding amounts approved, amounts spent, and percentages of completion. Some projects from FY04 and FY05 need to be revisited to determine their status. Malcolm Huston has been engaged in this effort.

3. IOWAccess 2007-2008 Proposed Budget, Iowa Great Places and Iowa Board of Medical Examiners/Board of Medicine – Malcolm Huston.
The Director of the Department of Cultural Affairs issued a memo to department directors, asking them to give special consideration to any funding request associated with the Iowa Great Places initiative. In keeping with that request, Malcolm has modified the initial project concept paper to ask if the project is associated with Iowa Great Places.

The Iowa Board of Medical Examiners (BOME) was previously awarded \$5000 for a physician credentialing project. Malcolm received word that BOME wishes to withdraw

their funding request. Dan McGinn moved reversion of the \$5000 originally approved; Beth Baldwin seconded the motion. An oral vote was taken; the motion was unanimously approved.

For the FY08 IOWAccess fund budget, we are projecting an increase in the amount of driver record sales, based upon sales over the last twelve months. The budget reflects reductions in reimbursements to both ITE and Iowa Interactive. This is a \$3.548 million dollar budget. What does \$132,000 in hosting fees cover? Finance and/or ITE will compile that information for the next meeting. How does ITE decide which hosting fees are paid and which are not? ITE is in the process of determining that. Kelly Hayworth made a motion to approve the budget; Glen Dickinson seconded the motion. An oral vote was taken; the motion was unanimously approved.

4. Hazardous Substance Incident Database Conversion – Request for Design Funding (\$35,000) – Adam Broughton, Department of Natural Resources (DNR).

On March 7, 2007, DNR was awarded \$20,000 for the analysis/planning phase. Use of recently developed code from other IOWAccess projects was explored and the decision was made to utilize existing code and then modify it. The design phase will include developing web front end and report mockups, as well as establishing interconnectivity with One Stop. Tracking of this data is required by law. The Iowa DNR has spoken with other states in the area; none have a database of this type. Submission of information to the database will occur via two methods -- through use of an online form and by paper (which requires DNR to scan the information that goes into the database). There will be more functionality with the new database system and additional information. What do you anticipate in the way of implementation costs? That is yet to be determined.

Dawn Ainger moved approval of the funding; Barbara Corson seconded the motion. An oral vote was taken; the motion was unanimously approved.

5. State Forestry Nursery Sales– Request for Scope Analysis Funding (\$20,000) – Roger Jacob, DNR.

The state nursery (part of DNR) is mandated by code to sell trees at cost. The current tree ordering system is about 30 years old. The state nursery is self-supporting; there is no mechanism to save money or make capital improvements. DNR would like to develop a new web-based tree ordering system that permits an entity to order and pay in one step. The nursery sells millions of seedlings per year. A minimum order is 500 seedlings and the nursery averages 2500-3000 clients each year. Anyone who wants to develop an order management system could take advantage of this technology.

Sheila Castaneda moved approval of the funding; Dawn Ainger seconded the motion. An oral vote was taken; the motion was unanimously approved.

6. Turn-In-Poachers (TIP) on-line – Request for Scope Analysis Funding (\$25,000) – Steve Derman, DNR.

The turn in poachers program has been in effect since 1985. The program provides an 800 number to report poaching. A hearing impaired citizen was recently unable to make a report.

Confidentiality and anonymity are important components of this program. Individuals are protected by statute. DNR would like to add an Internet reporting capability to the TIP program. Is funding being requested to create a form? DNR advised that they also want to develop a database. Will this enhancement add functionality? Yes, because there are people who are unable to report now and other people who won't make a phone call and talk with someone they don't know. Barbara Corson commented that the State Library utilizes software which includes a secure form template. A similar application could be put together in a short amount of time. Can a person report child abuse online? No, not that we know of. If one can make a case to create an online system to report poachers, one can certainly make a case for an online system to report child abuse. Beth Baldwin mentioned that she would like to see DNR pursue an informational database.

Herb Strentz moved approval of funding, up to \$20,000; Barbara Corson seconded the motion. Discussion: Council members wrestled with a number of questions. Do we need to ask DNR to think about it a bit more, do they know what they really need? DNR hasn't proven the business case that they need a database. Last year, 160 tips came in by phone. How many citations does the DNR issue in a year? Between 1 and 200. DNR believes that a large share of activity goes unreported; another viable system would significantly increase the number of tips. DNR would like to see implementation by fall as that is typically when poaching peaks. An oral vote was taken, as follows:

Nays: Dan McGinn, Sheila Castaneda
Abstentions: Glen Dickinson
Ayes: Remaining Council members

The motion carried. The Council would like to review how much is actually spent and how much comes back.

7. Iowa Sex Offender Public Registry – Request for Implementation Funding (\$75,000) – Steve Conlon, Department of Public Safety (DPS).
DPS would like to upgrade the current Iowa Sex Offender Registry (ISOR). As of July 1, 2007, there are 6200 registrants in Iowa. Historically speaking, the system went online in 2002, added a mapping feature in 2006, and an e-mail notification feature in 2006. DPS believes they have one of the most comprehensive websites in the country (in terms of features). The current proposal would upgrade and enhance the ISOR website (make it more user-friendly, expand search capabilities and out of state mapping, etc.). What is the anticipated timeline? DPS would like to complete the upgrades by October. This funding request is really for planning and execution, but is an enhancement of an existing system built by ITE.

Sheila Castaneda moved approval of the funding; Dan McGinn seconded the motion. Dawn Ainger mentioned that she would like to see the detail documents, as the information provided contained little quantifiable information. The Council would be approving implementation dollars without completing any of the legwork, although for the enhancements that DPS outlined, \$75,000 does not seem out of line. An oral vote was taken; the motion was unanimously approved.

8. Property Valuation Submission – Request for Design and Implementation Funding (\$185,000) – Mike Albers, Department of Management (DOM).
At the May meeting, the Council approved scope analysis funding of \$20,000 for this project. DOM does not wish to re-tool an existing system, rather they want to switch from desktop software to a web-based software and to establish a centralized database. They hope to get both design and implementation funding and have the new system in place by this fall. Utilization of a web-based system will yield huge savings. How was the \$185,000 figure derived? It is a best-estimate for total implementation and we are also working with a November 1st deadline. How does this project differ from the CREEGAC project? CREEGAC deals with individual parcels of information. While this seems to be a valid project, the Council is once again looking at breaking with protocol because of the timeline. Mark Uhrin reported that it is his intention to provide an update and better numbers at the September meeting.

Barbara Corson moved approval of \$185,000 in funding; Dawn Ainger seconded the motion. Herb Strentz offered a friendly amendment that the motion include the words “up to \$185,000.” The friendly amendment was accepted by both Barbara and Dawn. An oral vote was taken; the motion was unanimously approved.

9. Iowa Department of Agriculture and Land Stewardship – Financial and Reports Management System (FARMS) – Implementation Funding Shortfall (\$40,000) – Mark Uhrin, ITE.
ITE built this application with IOWAccess money to manage land management grants. Previously, it was managed entirely on paper. The application went live last week (to align with the beginning of a new fiscal year), however there was a funding shortfall of about \$50,000. In order to be truly effective, the system needs to interface with I/3. That was scheduled to occur before July 1st, but the I/3 team was unable to meet that deadline, so additional changes became necessary. ITE also neglected to ask for hosting fees. The agenda originally indicated that the amount of this funding request was \$40,000. That is a typographical error. It should have indicated \$50,000. IOWAccess pays first year hosting fees only, subsequent year hosting fees are the agency’s responsibility.

Kelly Hayworth moved approval of funding; Beth Baldwin seconded the motion. An oral vote was taken; the motion was unanimously approved.

10. Social and Charitable Gambling – Request for Additional Funding (\$160,000) – Deferred from May 9, 2007 – David Werning, Department of Inspections and Appeals (DIA).
At the May meeting, the Council tabled action on this request. DIA is asking for additional money to complete and execute the project. Prior to today, the Council has allocated \$87,000. At present, DIA is seeking up to \$100,000 for implementation. DIA would like to combine the registered amusement devices database with the social and charitable gambling database. Is the \$100,000 figure firm? Mark Uhrin responded affirmatively. David does not believe that DIA will be back to ask for additional funding, provided the legislature does not create new licensing categories. The registered amusement devices management system incorporates a fee, a part of which goes to DIA (referred to as a dedicated source). DIA can use their portion of the fee (about \$60,000) to supplement this project, thus they are seeking

\$100,000 from IOWAccess rather than the \$160,000 originally stated. Combining the two databases would also allow them to have a common interface. Is DIA confident that it has resolved all the problems? Yes.

Barbara Corson moved approval of \$100,000 in funding; Beth Baldwin seconded the motion. An oral vote was taken; the motion was unanimously approved.

11. Dynamic Demographic Data – Request for Scope Analysis Funding (\$20,000) – Beth Henning, State Library of Iowa.

Beth represents the state data center. The state data center is a cooperative program with the census bureau. The state library responds to requests for census information and also maintains a website (www.iowadatacenter.org). The state library wants to create a database with a dynamic interface. The census bureau is also instituting new surveys that will result in the state library receiving huge amounts of data on a yearly basis. Last fall, focus groups suggested that the library add mapping tools and the ability to manipulate the data. The library's goal is to create a database that makes it easy to find data about Iowa's population and demographic trends. State data center staff hope to maintain the site themselves. Funding in the amount of \$20,000 is being sought for the scope analysis phase (to secure an IT consultant; no funds will be used for state library staff or overhead). Herb Strentz moved approval; Kelly Hayworth seconded the motion. An oral vote was taken, as follows:

Nays:	None
Abstentions:	Barbara Corson
Ayes:	Remaining Council members

The motion carried.

12. Follow-up Items from Previous Meetings – Dick Neri.

No follow-up items were noted.

13. ITE Project Updates – Mark Uhrin, ITE.

In the interest of time, Mark advised that project updates were available online and declined further comment.

14. Iowa Interactive Updates – Tracy Smith, Iowa Interactive.

Steve Young, Iowa Department of Veterans Affairs, sent a lengthy note of appreciation to John Gillispie in regard to ITE and Iowa Interactive staff who worked diligently to complete a project on very short notice.

What are other NIC states doing that might benefit us? Do we realize a benefit from Iowa Interactive being part of a 19 state consortium? Tracy has been gathering information from her partner states to see what they are doing and to generate ideas for possible projects here. Tracy reported that she meets with Mark and Malcolm every week; they approve every statement of work and project that Iowa Interactive undertakes.

15. Wrap Up and Adjourn – Dick Neri.

The next meeting is scheduled for September 12 at 1:00 p.m.

There being no further business, the meeting adjourned at 4:05 p.m.